



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	2/27/18	Interviewer:	Lafayette Baker	RFA #18 – 24
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): Student				
Requested Assistance Pertaining To (name, position, policy, project, etc.): Haggard hall				

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	X <input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/27/18	LB meet with [REDACTED]	<p>LB explains the EO Office resolution processes, including the difference between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution.</p> <p>[REDACTED] explained that he was in haggard hall where you pick up the laptops on the 1<sup>st</sup> floor. He looked down at the desk, and saw a cup with an image of a "Hammer and Sickle." [REDACTED] indicated that to Eastern Europeans a Hammer and Sickle is very offensive. He asked the manager about the image on the cup, the manager said the cup has been there a long time.</p> <p>[REDACTED] said he does not know how big the Eastern European</p>

		<p>populations is at Western, but he has at least five or six Eastern Europeans friend, and they would be offended by the image on the cup.</p> <p>His preferred outcome is for the cup to be removed.</p>
3/20/18	LB called [REDACTED] [REDACTED]	LB explained to [REDACTED] that he went to Haggard hall and saw the cup, and he will follow-up with Sue regarding the next steps to take. [REDACTED] thanks LB for meeting with him, and for following-up with him.
3/27/18	LB called John Faquhar	LB explained to John that a student came to EOO and expressed concerns about the Hammer and Sickle image on the cup in 1 <sup>st</sup> floor of Haggard. John said that he would remove the cup from the desk.
4/9/18	LB called [REDACTED] [REDACTED]	LB explained to [REDACTED] that the cup has been removed [REDACTED] thank LB for his assistance.